

SERC Meeting

June 25, 2001

10:00 a.m.

Steve Kappa began the meeting at 10:02 a.m., a quorum was present, for those in attendance see attached roster. The minutes of April 10, 2001 were reviewed. Mr. Kappa asked for corrections, deletions or additions. Loretta Bitner requested a change to the 4th paragraph reference videos it should read Cher-Cap not Weavertown. Rudy Raynes made a motion to accept the minutes with changes, Jim Riggs seconded. Motion passed. Mr. Kappa introduced himself to the group and asked those in attendance to do the same. Mr. Kappa also introduced Rick Snodgrass the new Director of Technological Hazards. Mr. Snodgrass gave a short synopsis of his work experience and duties.

Old Business - Mr. Kappa noted the Janes Bio-Chem, Facilities Handbooks and the FEMA Response to Terrorism Job-Aids have been distributed to those counties requesting additional copies.

Mr. Kappa asked Rick Snodgrass to discuss the SERC/LEPC Conference in Martinsburg. Mr. Snodgrass gave a short run down on the upcoming speakers, activities and then discussed vendors with the group. There has been some difficulty in acquiring vendors to participate at the conference. Vendors last year paid for the entertainment and food for family members on the Tuesday night picnic. We have scheduled similar activities this year, however, without vendors the SERC will have to provide the funding. Vendors were discussed; how many, amount of fee, type of vendor and who has responsibility to coordinate vendors. State agencies are permitted to solicit vendors but they may not solicit vendors and require a fee as well. The LEPC would need to contact the vendors, solicit funds, determine which vendors are appropriate for the conference, how many they would need etc., however, time is very short and it was felt the LEPC might not be able to accomplish this task. Other options were discussed and it was decided the SERC would fund \$1500 to provide food for family members, the entertainment will be cancelled unless vendors can be acquired to compensate for the difference in money. Mike Agee made a motion for the SERC to provide funding in the amount of \$1400 for the picnic/buffet on Tuesday night of the conference, Matt Musgrave seconded. Discussion continued, \$1400 might not be enough if more family members attend. Loretta Bitner made a motion to amend the amount to \$1500, Mike Agee and Matt Musgrave agreed. Motion passed. Mr. Kappa asked Steve Allen, Berkeley County OES Director to speak with Rick Snodgrass after the meeting to determine if they could work together to acquire vendors for the conference.

Laverne Muncy said she had spoken to US EPA on records retention and Carol Dougherty from the Enforcement Division said EPA reviews company records going back three years only. Laverne recommended the SERC maintain records for 5 years and destroy the remaining records, some of which date back

to 1989. There was discussion on records, how long LEPC's and Fire Departments need to keep (3 years and 2 years respectively). Joe Wyatt made a motion for the SERC to maintain Tier II and TRI records for no more than 5 years, Loretta Bitner seconded. Motion passed. Steve Allen (Berkeley County) requested a letter be sent to Fire Departments and LEPCs reminding them of the record retention schedule.

HMEP Grants - Mr. Kappa noted a motion needs to be made to allow him to apply for the 2002 HMEP Grants through USDOT. Joe Wyatt moved to allow Mr. Kappa to apply for the 2002 HMEP Grant for the WV SERC, Loretta Bitner seconded. Motion passed. Mr. Kappa asked for volunteers to serve on the committee to review the 2002 HMEP Grant Applications; Rudy Raynes, Loretta Bitner and Matt Musgrave agreed to serve with Rudy Raynes as Chairman.

SERC Grants - Discussion on SERC grants numerous LEPCs again did not request their 2001 SERC Grants. Of those who did less than half have requested their 2nd request for payment required by WV law to obtain the remainder of their funds. Several notices have been sent as well as a calendar indicating the deadline. Laverne asked the SERC if they wanted to make a provision for LEPCs requesting their funds after the deadline. Mr. Kappa said if the law states they are required to apply for funds by a certain date then we must abide by the law. Mr. Kappa was surprised at the number of LEPCs eligible to receive grants who did not apply for them. There was discussion on why LEPCs do not apply for grants, grant requirements and the forms.

Plan Reviews - Paul Howard the new Operations Planner has not been able to review the 4 plans submitted to the SERC. Due to recent concerns of infectious animal diseases, OES has been diligently working to come up with an addition to the State Operations Plan to deal with such incidents. The four plans to be reviewed are Cabell/Wayne, Kanawha/Putnam, Mineral and Monongalia. Mr. Howard will review and report to the SERC at the next meeting on whether the SERC should accept the submitted plans.

LEPC Membership Approvals - Several LEPCs submitted membership lists for approval: Cabell/Wayne, Fayette, Grant, Greenbrier, Hardy, Harrison, Jefferson, Kanawha/Putnam, Logan, Pleasants, Randolph, Ritchie, Roane, Tucker and Tyler. Three LEPCs did not have complete lists: Hardy, Harrison and Randolph, usually the SERC will approve LEPCs with the stipulation they add/correct their lists. Bill Willis (Wayne County Director) asked to table Cabell/Wayne's LEPC list, he felt it needed to be reviewed again by the LEPC. Jim Riggs moved to approve the lists submitted with the stipulation Hardy, Harrison and Randolph correct their lists, Mike Agee seconded. Motion passed.

By-Laws - Two LEPCs Fayette and Roane have submitted By-Laws for the SERC to review. Copies were handed out with today's packet. By-Laws will be

reviewed and voted on at the next meeting.

Training Subcommittee - The Commodity Flow Study course scheduled for Cacapon State Park was cancelled. The course needs to be reviewed at Emmitsburg and that will take some time. Shirley Lawson had previously requested Terrorism Training for dispatchers, Mr. Cox said there is no course at this time and one will need to be developed.

Rudy Raynes (Fire Marshal's Office) recently attended a conference/exercise in the Virgin Islands on Terrorism/Anti-Terrorism. Mr. Raynes gave a synopsis on the conference; The Nunn-Lugar Terrorism bill originally encompassed 120 cities in the US for Terrorism funding.

It was noted a number of states did not qualify due to their population or the size of communities and the legislation was changed to allow states to participate. Mr. Raynes said 28 people represented West Virginia at the training from fire service, instructors, hospital personnel, EMS Directors and such. Leading the discussion was dispatchers need to give periodic updates to personnel responding at incidents and they need to realize when you have more than 2 people down it's unlikely to be heart attacks. Hospitals also need to realize a single port of entry on a hazmat or terrorist incident is a must so they do not contaminate the entire hospital. Site security, traffic diversion, crime scene and hospital security needs to be taken into account. There is also the small emergency care centers throughout cities and communities and what will be done with belongings when you have to decontaminate 100 people? He felt the training was worthwhile and enlightening for those attending the exercise. Jim Cox said the National Guard is considering providing a civil support team for decontamination during incidents. They would assist local responders in decontamination only, no response. There was continued discussion of equipment needs for hazmat teams and regional hazmat capabilities in West Virginia.

Mr. Kappa suggested forming a committee to look at these issues and to set some goals, objectives and priorities based upon funding. The committee would look at the issues then make recommendations to the Board over the next 12 months. There was discussion on obtaining added funds in addition to DOJ funds of which 104,000 is planning and 480,000 is equipment. After the initial expenditures up to 1.2 million may be available under the right circumstances until 2003. Loretta Bitner made a motion for the SERC to form a committee to determine goals, objectives, priorities and to also obtain additional funds to complete those goals. Richard Jarvis seconded. Motion passed. Rick Snodgrass will be chairperson; Rudy Raynes, Matt Musgrave, Loretta Bitner will serve on the committee; Roy Young, Sharon Randall, Bill Willis and Mark

Wolford will serve as members ex officio. Mr. Kappa asked that the committee produce some suggestions at the December SERC meeting.

Paul Howard notified the members of the Foot & Mouth exercise at the civic center June 29th they were invited to observe.

Other New Business -

Mr. Kappa said USEPA Region III will be hosting the Regional Conference December 10-13 in Baltimore, Maryland. Berkeley County has requested the SERC fund 5 members of their LEPC to attend the conference. There was discussion on how many LEPC members the SERC should fund, it was decided a registration will be mailed out, those who were interested can mail/fax registration forms back to the SERC and a determination will be made on the number funded.

Berkeley County also requested training for 12 hazmat technicians out of HMEP Training funds, Jim Cox will coordinate with Steve Allen. Richard Jarvis made a motion to approve sending 12 individuals from Berkeley County for hazmat technician training, Mike Agee seconded. Motion passed.

Lewis/Upshur County requested \$960 to provide a Power Point presentation at the upcoming SERC conference. There was discussion on the amount of funding requested and it was decided to table the request and Rick Snodgrass speak with Steve Milligan concerning the cost of the presentation.

There was a discussion on JT Hodges and the training he offers. If anyone would like to attend training other than that offered through regular training schedules please contact Jim Cox or JT Hodges to see if it may be available through other sources.

There was discussion on the next meeting and why it is not scheduled for the SERC Conference. The meeting was not scheduled because there was no more room in the agenda. It was suggested the meeting could be held on Sunday or Monday evening after the days normal activities. The SERC decided to conduct the meeting at 6:00 pm Sunday July 29th at the Holiday Inn, Martinsburg. Mike Vargo (Raleigh County) asked about radiological response team training they had requested 2 years ago. Jim Cox said nothing has been done but he feels the new committee should look into that type of training for those teams or members interested.

Jim Riggs moved to adjourn, Loretta Bitner seconded, meeting ended at 11:35

a.m. Next scheduled meeting will be July 29, 2001 at Martinsburg. WV.